

VACANCY ANNOUNCEMENT

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

D.C. PRETRIAL SERVICES AGENCY

Announcement Number: 05-11(MPP)

Opening Date: February 9, 2005

Closing Date: February 23, 2005

Area of Consideration: PSA Employees Only

Job Title, Series, and Grade: Assistant Pretrial Services Officer, GS-0101-5/7/9
Permanent, Full-Time, Career-Career Conditional
Multiple Vacancies

Salary: GS-5: \$35,302 - \$ 43,893

GS-6: \$37,220 - \$46,792

GS-7: \$40,179 - \$50,815

If you are appointed at GS-5 or GS-7, you may be promoted up to the GS-9 level without further competition.

Location: Office of Operations
Drug Testing and Compliance Unit
D.C. Pretrial Services Agency
Washington, DC

This announcement offers an opportunity for employees currently serving in Drug Testing Technician or other positions within PSA who meet the qualification requirements below to be considered for reassignment to Assistant Pretrial Services Officer positions.

Hours: The incumbent of this position may be required to work in shifts or at unusual hours, including nights, weekends and holidays.

Summary of Primary Duties and Responsibilities:

The incumbent of this position serves as an Assistant Pretrial Services Officer performing a range of duties. He/she:

- Monitors compliance of defendants, offenders or respondents with drug testing orders. Review defendant or respondent records and court orders. Contact individuals who fail to appear for testing and attempts to bring them into compliance. Notifies court and/or Pretrial Services Officers of noncompliance cases. Interprets and applies rules and policy on confidentiality in release and protection of data.
- Serves as quality assurance and control point for Unit functions, reviewing automated and manual records, documents for submission to court and other work products. Assures accuracy and adherence to policy and procedure and resolves errors and discrepancies. Monitors automated unit systems.
- Serves as liaison with the court, other parts of PSA and with CSOSA, working with Pretrial Services Officers or Community Supervision Officers. Testifies in court on complex cases and issues, explaining policies and procedures and representing PSA.
- Facilitates daily operations and performs intake duties for defendants, offenders and respondents with more complex requirements, conditions or other issues or those who have failed to appear or otherwise comply with drug testing orders. Determines whether to offer treatment or make other referrals. Reviews testing protocols and procedures, conditions of release and appearance date. Resolves questions on records, automated systems or other problems.
- Reviews release conditions with defendants, checking defendants in and updating automated systems and manual records in support of other Unit.

The full range of duties and responsibilities is performed at GS-9. An Assistant PSO appointed at GS-5 or GS-7 would have commensurate adjustment in range of duties and level of supervision and responsibility.

Maximum Entry Age: This position is covered under the special provisions for law enforcement retirement. By law, applicants for such law enforcement positions must be between 21 and 37 years old to be considered for *initial* appointment (that is, first appointment to a federal law enforcement position). The maximum age for entry on duty in a law enforcement covered position is the date immediately preceding the applicant's 37th birthday. Maximum age limitations may not be waived for any applicant, including those entitled to veterans' preference.

Qualification Requirements:

1. Basic professional requirements:

- A. Four year degree in criminal justice, sociology, psychology, social work or a related field; or
- B. A combination of 24 semester hours, or equivalent, in a related field plus experience that provided knowledge, skills and abilities sufficient to perform progressively responsible work in the occupation; or
- C. Experience that provided knowledge, skills and abilities equivalent to those gained through a 4-year degree.

NOTE:

- **Candidates who qualify for GS-7 or higher grades** on the basis of B or C above must demonstrate a total of 3 years of directly related experience or education. Qualifying education is counted toward this requirement at a rate of 30 semester hours, or equivalent, for 1 year of experience.
- **Candidates who qualify only for the GS-5 level** must demonstrate a total of 4 years of directly related experience or education to qualify under the provisions of B or C.

2. Applicants for GS-7/9 must possess **BOTH** the basic professional requirements **AND:**

For GS-7:

- A. One year of specialized experience related to the duties of the position comparable in difficulty and responsibility to the GS-5 level; or
- B. Graduation with a cumulative grade point average of 3.45 or higher based on all coursework toward a bachelor's degree; or
- C. Graduating in the top 10% of the entire university or major subdivision.

For GS-9:

- A. One year of specialized experience related to the duties of the position comparable in difficulty and responsibility to the GS-7 level; or
- B. A master's degree or 2 full years of progressively higher level graduate education in criminal justice, sociology, psychology, social work or a related field.

Evaluation Method:

Applicants will be evaluated on the extent and quality of their experiences, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

To receive full consideration, applicants should address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

- 1. Ability to interact with defendants, offenders or respondents, to obtain and verify information.
- 2. Knowledge of the field of pretrial services and familiarity with the criminal justice system.
- 3. Skill in written and verbal communication.
- 4. Knowledge of Windows based computer systems and ability to utilize law enforcement automated systems.

5. Familiarity with confidentiality rules and protection of criminal justice information and records.

How to Apply:

Interested applicants should submit:

- (1) A resume or application form (SF-171 or OF-612). Indicate the lowest grade you will accept and provide salary information with each position described on the application. To be considered for this position, please include any transcript(s) of college courses.
- (2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. You should indicate demonstrated experience and education in each factor. Please include a description of any relevant details, task force or focus group participation or other experience that would not be evident from review of your resume or position description.

Submit your application package to:

D.C. Pretrial Services Agency
Human Resources Unit
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

If you have questions about this vacancy announcement, please call Valerie Taylor at X5640.

Applications must arrive by the closing date of this announcement to receive consideration.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.